

Instructions: Complete this form and submit under separate cover the highlighted areas, if applicable, on line, via email or mail to: Michelle Peters, DECD, 505 Hudson Street, Hartford, CT 06106, michelle.peters@ct.gov

Section One: Program (Please check below the component you are applying to)

EXP Revolving Loan (10k-100k) _____ OR EXP Job Creation Incentive Loan (loan 10k-300k) _____ AND/OR EXP Matching Grant (10k-100k) _____

Section Two: Applicant Information

Applicant (Recipient of Funds): _____

Address (City, State, Zip Code): _____ **Website:** _____

Federal ID Number: _____ **State Tax Registration #:** _____

Project Location: _____ **County:** _____

Contact Information: (Name, Title) _____

Tel #1: _____ **Tel #2:** _____ **Fax:** _____ **Email:** _____

Business Industry: _____ **NAICS:** _____

Women Owned Business? (Y/N) and %: _____ **Minority-Owned Business? (Y/N) and %:** _____

Veteran Owned Business? Yes _____ **No** _____ **International Exporting Business? Yes** _____ **No** _____

Applicant Structure (e.g. LLC, corporation, S-Corp, partnership): _____

Date Established: _____ **State of Incorporation:** _____

Employment: (Connecticut based jobs).

Existing: Full Time _____ (Registered with DOL) Part Time _____ Number of hours per week for full-time: _____

New Jobs: Full-Time _____ Part Time _____ Anticipated timeframe for new jobs: _____

Ownership Information (Submit under separate cover): (1) List of Name(s), (2) Title(s), (3) Address(es), (4) % of Ownership, (5) Identify and list owners by % of women-owned or % minority-owned if applicable; (6) Soc. Sec. # and/or Federal Employer ID#.

Company Status:

- Does applicant have any delinquent State, Federal or Local Taxes? (If yes, submit under separate cover) No _____ Yes _____
- Do any owners/officers have any personal tax issues? (If yes, please provide an explanation.) No _____ Yes _____
- as the applicant or its owners ever filed for bankruptcy? (If yes, submit under separate cover.) No _____ Yes _____
- Has the applicant or its owners ever been convicted of a felony? No _____ Yes _____
- Does the applicant or its owners have any outstanding, pending or anticipated litigation, environmental, OSHA or other issues outstanding? (If yes, submit under separate cover) No _____ Yes _____
- Has the applicant received prior state financial assistance from other government agencies or departments? No _____ Yes _____

Section Three: Assistance Request Information

EXP Grant Amount Requested: \$ _____ **EXP Loan Amount Requested:** \$ _____

Brief Project Description and Use of Funds Request (See procedures for eligible uses and submit under separate cover):

*Please note: At the discretion of the Commissioner, financial assistance may require collateral.

Section Four: Additional Information (Please provide the following information under separate cover)

- Last three fiscal years of accountant-prepared financials, including notes. If not available please provide tax returns and internal financials (balance sheet and income statement) for this period.
- Applicant Structure Documentation (Articles of Incorporation, proof of registration to conduct business in Connecticut, etc.)
- Project Financing Plan & Budget and Schedule A (list of job titles and salaries/wages)
- Project Description (include rationale for budgeted cost estimates, economic impact, measurement of impacts)
- Business Plan (company history, products and services, description of market and competition, revenue forecasts)
- If Business does international exporting please fill out document labeled Strategic Export Plan.
- (For more information and forms, please visit <http://www.ct.gov/ecd/cwp/view.asp?a=3931&q=489792>)

Section Five: Certification

It is hereby represented by the undersigned to the State of Connecticut including but not limited to the Department of Economic and Community Development to consider the financial assistance requested herein, that to the best of my knowledge and belief no information or data contained in the Application or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. The undersigned agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Connecticut Department of Energy and Environmental Protection, and other references are hereby authorized now, or anytime in the future, to give the State of Connecticut including but not limited to the Department of Economic and Community Development any and all information in connection with matters referred in this Application, including information concerning the payment of taxes by the applicant, its owners, and executives. In addition, the undersigned agrees that any funds that may be provided pursuant to this Application will be utilized exclusively for the purposes represented in this Application, as may be amended. *** False statements made in the preparation and submission of this applicant and related materials are punishable as a Class A Misdemeanor under Connecticut General Statutes 53a-157b. ***

Section Six: Public Announcement

Please be advised that your company and your job creation/retention project may be highlighted in a press release issued by the State. Company proprietary or trade secret information WILL NOT be disclosed. If you would like additional information concerning this, please contact DECD.

By submitting this document I, (insert Authorized Name/Title) _____ certify and agree to the above.

Signature and date: _____